UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF ILLINOIS 219 SOUTH DEARBORN STREET **CHICAGO, ILLINOIS 60604**

Amended - Request for Quotation Dirksen Courthouse Door Restoration Project

Purchasing Agent:

Denise Frabizio

Telephone:

(312) 435-5536

Fax:

(312) 554-8549

Date of Request for Quotes: August 10, 2015

Date for Receipt of Quotes: August 27, 2015

Special Notes:

This is a request for **Open Market Pricing**.

All quotes must be received by August 27, 2015, at 12:00 PM (CST). Quotations can be emailed to procurement ilnd@ilnd.uscourts.gov. Any quote that is deemed incomplete will be considered technically unacceptable. Pricing is to be provided on the attached quote sheet and the quote sheet must be answered in its entirety. It is the sole responsibility of the vendor to confirm receipt of its bid with the US District Court. For additional information or clarification concerning the RFQ, please contact Denise Frabizio at the e-mail address above.

A firm-fixed price award will be made based on the lowest priced, technically acceptable offer. Payments must be in arrears. Pricing is to remain valid until December 31, 2015.

Please find the wage determination statements from the Department of Labor. All vendors that perform services for the US District Court are required to follow the Department of Labor Wage Determination guidelines.

Questions concerning this RFQ must be submitted in writing to Denise Frabizio at the above listed email address by August 25, 2015. Answers to all questions will be provided to all bidders on August 26, 2015.

The Court will offer a site visit upon request. To request a site visit, contractors **must** email the Court at procurement ilnd@ilnd.uscourts.gov by August 26, 2015. The site visit allows all interested contractors to inspect wood corridor doors that are in need of repair.

Services are to be performed at: 219 South Dearborn, Chicago, Illinois 60604.

Quote Sheet/Reference Sheet for Dirksen Courthouse Door Restoration Project RFQ

Item No.	Description	No. of Doors	Unit Price	Extended Price
1	Wooden doors restoration (see SOW below)	200		
			TOTAL	

Vendor's Name	Vendor's Phone Number/fax number/e-mail address		
Vendor's Street Address	Vendor's C	ity, State, and Zip Code	
Signature of Person Authorized to Sign Quote	Date	DUNS number	
Printed or Typed Name of Signator	Discount Te	erms or Net 30?	
REFERENCE #1			
Customer's Name	Contact Per	son	
Phone Number	Email Addr	ess	
Length of Business Relationship			
REFERENCE #2			
Customer's Name	Contact Per	rson	
Phone Number	Email Addr	ress	
Length of Business Relationship			
REFERENCE #3			
Customer's Name	Contact Per	rson	
Phone Number	Email Addı	ress	
Length of Business Relationship			

STATEMENT OF WORK (SOW)

1.1 INTRODUCTION:

The United States District Court for the Northern District of Illinois is seeking quotations for the restoration of wooden doors throughout the courthouse. The courthouse has a number of doors that are beginning to show signs of wear and tear.

1.2 OBJECTIVES:

Make all necessary repairs to restore doors.

1.3 SCOPE:

- Restoration work is to include, but is not limited to, performing all necessary touch-up to remove scratches, cracks, separations, failures, dents, and gouges. Please note that the work calls for restored doors to match existing doors
- Restoration work must include cleaning, lightly scuffing, oiling and touch-up of doors.
- Work must be completed on off hours due to noise and odor—off hours include nights 6 PM -4 AM and weekends. If
 premium pay is necessary, it must be included and noted in the quote sheet.
- Corridors and work areas must be left clean and free of debris.
- All finishes must be approved by the United States District Court for acceptance.
- All workers must be badged by the General Services Administration or the US Courts. Attached is a copy of the Court's release form to initiate a background check for badging. Contractors may submit completed form while the RFQ is pending to begin the badging process. Contractors do so without the guarantee of work.

1.4 SPECIAL REQUIREMENTS:

Experience

- 1. Contractor must be experienced in Class A office building millwork construction.
- Contractor must complete work in accordance with the Architectural Woodwork Standards set forth by the Architectural Woodwork Institute.

References

1. Contractor must provide three references. References must include similar restoration-type projects.

Scheduling

- 1. The Court will work with the contractor to develop a schedule for completing the project. However, as stated above, all work must be completed on off hours.
- 2. All work for this project must be completed within 60 days from agreed upon start date.

APPLICABLE JUDICIARY TERMS AND CONDITIONS

1. Clause B-5, Clauses Incorporated by Reference (SEP 2010)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: http://www.uscourts.gov/procurement.aspx

	he following ju rence:	diciary clauses, that the Contracting Officer has indicated are applicable, are incorporated in this contract by
<u>X</u>	Clause 3-3	Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2014)
	Clause 3-175	Fair Labor Standards Act and Service Contract Act – Price Adjustment (Multiple Year and Option
		Contracts) (JUN 2012)
<u>X</u>	Clause 6-20	Insurance – Work on or Within a Judiciary Facility (APR 2011)
	Clause 7-55	Contractor Use of Judiciary Networks (JUN 2014)
<u>X</u>	Clause 7-65	Protection of Judiciary Buildings, Equipment and Vegetation (APR 2013)
	Clause 7-115	Availability of Funds (JAN 2003)
3. T	he following fu	Il text clauses are incorporated if the Contracting Officer has marked them as applicable (X):
	_Clause 2-90C	Option to Extend Services (APR 2013)
	contract. The Labor. The op- exceed 6 mon	may require continued performance of any services within the limits and at the rates specified in the se rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of tion provision may be exercised more than once, but the total extension of performance hereunder shall not ths. The contracting officer may exercise the option by written notice to the contractor no later than prior to the contract's current expiration date [insert the period of time within which the contracting officer the option].
	Clause 2-90D	Option to Extend the Term of the Contract (APR 2013)
	days prior to t exercise the o	iary may extend the term of this contract by written notice to the contractor no later than calendar he contract's current expiration date [insert the period of time within which the contracting officer may potion]; provided that the judiciary gives the contractor a preliminary written notice of its intent to extend at calendar days [60 days unless a different number of days is inserted] before the contract expires. The obtice does not commit the judiciary to an extension.
	(b) If the jud	iciary exercises this option, the extended contract shall be considered to include this option clause.
	(c) The total	duration of this contract, including the exercise of any options under this clause, shall not exceed (months) (years).
		(end)

4. Incorporation of Department of Labor Wage Rate Determination

Please see attached Department of Labor Wage Rate Determination.

SUBMISSION OF QUOTE AND EVALUATION OF OFFERS

	 The following judiciary provisions, that the Contracting Officer has indicated are applicable, are incorporated in this solicitation: 				
<u>X</u> Pr	ovision B-1, So	licitation Provisions Incorporated by Reference (SEP 2010)			
given in f listed pro submittir	full text. Upon ovisions may in ng the full text ate information	prates one or more solicitation provisions by reference, with the same force and effect as if they were request, the contracting officer will make their full text available. The offeror is cautioned that the clude blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of of those provisions, the offeror may identify the provision by paragraph identifier and provide the n with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically http://www.uscourts.gov/procurement.aspx .			
	Solicitation P	rovisions Incorporated by Reference			
X Pr	ovision 2-70	Site Visit (JAN 2003)			
Pro	vision 2-85A	Evaluation Inclusive of Options (JAN 2003)			
Pro	vision 3-135	Single or Multiple Awards (JAN 2003)			
	Additional So	olicitation Provisions			
<u>X</u> Pr	ovision 4-1, Ty	pe of Contract (JAN 2003)			
		ward a firm-fixed price type of contract under this solicitation, and all offers shall be submitted on this based on other contract types will not be considered.			
		(end)			
X Pr	ovision 3-5, Ta	expayer Identification and Other Offeror Information (APR 2011)			
(a)	Definitions.				
	(IRS) to be us	entification (TIN)," as used in this provision, means the number required by the Internal Revenue Service ed by the offeror in reporting income tax and other returns. The TIN may be either a social security nemployer identification number.			
(b)	collection rec implementing requirements	nall submit the information required in paragraphs (d) and (e) of this provision to comply with debt quirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and g regulations issued by the IRS. If the resulting contract is subject to the payment reporting s, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of nerwise due under the contract.			
(c)	relationship v	be used by the government to collect and report on any delinquent amounts arising out of the offeror's with the government (31 U.S.C. 7701(c)(3). If the resulting contract is subject to payment recording s, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's			

(a)	Taxpay	er Identification Number (TIN):
	[]	TIN has been applied for. TIN is not required, because:
		[] Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and
		does not have an office or place of business or a fiscal paying agent in the United States; [] Offeror is an agency or instrumentality of a foreign government; [] Offeror is an agency or instrumentality of the folders are agreed to the folders are
		[] Offeror is an agency or instrumentality of the federal government.
(e)	Type of	organization:
	[]	sole proprietorship; partnership;
	[]	corporate entity (not tax-exempt);
	ij	corporate entity (tax-exempt);
	[]	government entity (federal, state or local);
	[]	foreign government;
	[]	international organization per 26 CFR 1.6049-4;
	[]	other
<i>(f)</i>	Contrac	tor representations.
	operati []	eror represents as part of its offer that it is [], is not, [] 51% owned and the management and daily ons are controlled by one or more members of the selected socio-economic group(s) below: Women Owned Business
	[]	Minority Owned Business (if selected, then one sub-type is required)
		[] Black American
		[] Hispanic American
		Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians)
		[] Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Korea,
		The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana
		Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)
		Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan,
		Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
		[] Individual/concern, other than one of the preceding.
		(end)
	Provision 3-	Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment – Certification (APR 2011)
	(a) The off	eror shall check following certification:
		CERTIFICATION
	The offeror	[] does [] does not certify that –
	/1\ +b~	itams of aguinment to be coniced under this contract are used regularly for other than government surpasses
		items of equipment to be serviced under this contract are used regularly for other than government purposes,

quantities to the general public in the course of normal business operations;

- (2) the services will be furnished at prices which are, or are based on, established catalog or market prices for the maintenance, calibration, or repair of equipment.
 - (i) An "established catalog price" is a price included in a catalog, price list, schedule, or other form that is regularly maintained by the manufacturer or the offeror, is either published or otherwise available for inspection by customers, and states prices at which sales currently, or were last, made to a significant number of buyers constituting the general public.
 - (ii) An "established market price" is a current price, established in the usual course of trade between buyers and sellers free to bargain, which can be substantiated from sources independent of the manufacturer or contractor; and
- (3) the compensation (wage and fringe benefits) plan for all service employees performing work under the contract is the same as that used for these employees and equivalent employees servicing the same equipment of commercial customers.
- (b) Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services. If the offeror certifies to the conditions in paragraph (a) of this provision then <u>Clause 3-160</u>, <u>Service Contract Act of 1965</u>, will not be included in any resultant contract to this offeror.
- (c) If the offeror does not certify to the conditions in paragraph (a) of this provision
 - (1) <u>Clause 3-215, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment Requirements</u>, will not be included in any resultant contract awarded to this offeror; and
 - (2) the offeror shall notify the contracting officer as soon as possible, if the contracting officer did not attach a Service Contract Act wage determination to the solicitation.
- (d) The contracting officer may not make an award to the offeror, if the offeror fails to execute the certification in paragraph (a) of this provision or to contact the contracting officer as required in paragraph (c) of this provision.

(end)

____ Provision 3-220

Exemption from Application of the Service Contract Act to Contracts for Certain Services – Certification (APR 2011)

(a) The offeror shall check following certification:

CERTIFICATION

The offeror [] does [] does not certify that –

- (1) The services under the contract are offered and sold regularly to non-Governmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations;
- (2) The contract services are furnished at prices that are, or are based on, established catalog or market prices. An "established catalog price" is a price included in a catalog, price list, schedule, or other form that is regularly maintained by the manufacturer or the offeror, is either published or otherwise available for inspection by customers, and states prices at which sales currently, or were last, made to a significant number of buyers constituting the general public. An "established market price" is a current price, established in the usual course of ordinary and usual trade between buyers and sellers free to bargain, which can be substantiated from sources independent of the manufacturer or offeror;

- (3) Each service employee who will perform the services under the contract will spend only a small portion of his or her time (a monthly average of less than 20 percent of the available hours on an annualized basis, or less than 20 percent of available hours during the contract period if the contract period is less than a month) servicing the Government contract; and
- (4) The offeror uses the same compensation (wage and fringe benefits) plan for all service employees performing work under the contract as the offeror uses for these employees and for equivalent employees servicing commercial customers.
- (b) Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services. If the offeror certifies to the conditions in paragraph (a) of this provision then <u>Clause 3-160</u>, <u>Service Contract Act of 1965</u>, as amended, will not be included in any resultant contract to this offeror.
- (c) If the offeror does not certify to the conditions in paragraph (a) of this provision—
 - (1) <u>Clause 3-225, Exemption from Application of the Service Contract Act to Contracts for Certain Services Requirements</u>, will not be included in any resultant contract to this offeror; and
 - (2) The offeror shall notify the contracting officer as soon as possible if the contracting officer did not attach a Service Contract Act wage determination to the solicitation.
- (d) The contracting officer may not make an award to the offeror, if the offeror fails to execute the certification in paragraph (a) of this provision or to contact the Contracting Officer as required in paragraph (c) of this provision.



AUTHORIZATION TO RELEASE INFORMATION

Current Address Street Address or P.O. Box City State State State City State/Country Country of Citizenship Social Security # Phone # Sex Male Race White Black Height Hispanic Asian Hair Color State/Country Driver's License # State State Applicant Supervisor/Judge Emergency Contact Company name	Name		No della Name	Maid	nu Nama
Current Address Street Address or P.O. Box City State/Country Country of Citizenship Social Security # Phone # Sex Male Race White Black Height Weight Female Hispanic Asian Hair Color Eye Color Other Other Other Other Other Other To WHOM IT MAY CONCERN: I. the undersigned, hereby authorize the Office of the Clerk of the United States District Court for the Northern District of Illinois or its authorized representative(s) or employee(s), bearing this release or copy thereof, to obtain any information in your files pertaining to my employment, education records (including but not limited to academic schrowment). The WHOM IT MAY CONCERN: I. the undersigned, hereby authorize the Office of the Clerk of the United States District Court for the Northern District of Illinois or its authorized representative(s) or employee(s), bearing this release or copy thereof, to obtain any information in your files pertaining to my employment, education records (including but not limited to academic schrowment). The period you to release such information upon request of the bears. This release is executed with full knowledge and understanding that the information is for the United States District Court Clerk's Office official use. Inhereby relates you ac custoding in Authorize and personnel both individually and collectively, from and all liability for damages of united existence of the privacy Act, 5 U.S.C. 552a (Supp. IV, 1974), and authorize the disclosure to the Clerk's Office. United States District Court for the Northern Datacs of illinois, or its authorized or privacy Act, 5 U.S.C. 552a (Supp. IV, 1974), and authorize the disclosure to the Clerk's Office. United States District Court for the Northern Datacs of illinois, or its authorized representationed (John Schrows) or when the privacy Act, 5 U.S.C. 552a (Supp. IV, 1974), and authorize the disclosure to the Clerk's Office. United States District Court for the Northern Datacs of illinois, or its authorized and authorized representationed (John Schrows) or	Last	First	Middle Name	Maio	en Name
Street Address or P.O. Box City State Zip Code Date of Birth Month/Date/Year Place of Birth City State/Country Country of Citizenship Social Security # Phone # Sex Male Race White Black Height Weight Female Hispanic Asian Hair Color Eye Color Other Other Other Driver's License # State Email Address Name of Spouse Applicant Emergency Contact Company name Emergency Contact Phone TO WHOM IT MAY CONCERN: I, the undersigned, benefity subtracts the Office of the United States Dates: Cour for the Northern District of Illicia or its authorized representable(s) or emisloyee(s), the land in records and criminal records (including history of vehicle violations). This date will be used as part of the criminal background investigation process of your appointment to the Court. I hereby affects you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is your description of the country of the bearer. This release is executed with full knowledge and understanding that the information is port to United States Dates: Court for the Northern District of Willows or the States with information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the United States Dates: Court for the Northern District to the Court. I hereby affects you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the United States Dates: Court for the Northern District to the Court of the Northern District to the State State Dates: Court for the Northern District to the State State Dates: Court for the Northern District to the State State State Dates: Court for the Northern District to the State State State Dates: Court for the Northern District to the State State State Dates: Court for the Northern District to the State State State Dates: Court for the Northern District of the Northern Dis	List all other names that you have u	ised or been known by			
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Driver's License # State Email Address Name of Spouse Applicant Supervisor/Judge Emergency Contact Company name Emergency Contact Phone TO WHOM IT MAY CONCERN: I, the undersigned, hereby authorize the Office of the Clerk of the United States District Court for the Northern District of Illinois or its authorized representative(s) or employee(s), bearing this release or copy thereof, to obtain any information in your flee pertaining to my employment, education records (including but not limited to academic achievement, attendance, arbitic, personal) history, and disciplinary records), framefail records and crimical records and cinculating but not limited to academic achievement, attendance, arbitic, personal history, and disciplinary records), framefail records and crimical records and including history of whicle violations). This data will be used as part of the criminal background inwestgation process of your appointment to the Court. I hereby driver up uto release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the United States District Court Clerk's Office official use. I hereby release you, as outstodian of such records, and school, college, or university, or other educational institution, hospital or other repository records; social service agency; any employer, or relatibusiness establishment including its officers, employees, or related personnel both individually and collectively, from and all liability for dramages of whatever kind which may at any time result to me, my heirs, family, because of compliance with this authorization and request for information or any other attempt to comply with it. I hereby waive my rights under the Privacy Act, 5 U.S.C. 552s (Supp. IV, 1974), and authorize the disclosure to the Clerk's Office. United States District Court for the Northern District fillinois, or its authorized representative(s) or employee(s), and all information pertaining to me, contained in the files or sys	Sex Male Race	White Blac	k Height		Veight
Remergency Contact Company name Emergency Contact Phone TO WHOM IT MAY CONCERN: I, the undersigned, hereby authorize the Office of the Clerk of the United States District Court for the Northern District of Illinois or its authorized representative(s) or employee(s), bearing this release or copy thereof, to obtain any information in your files pertaining to my employment, education records (including but not limited to academic achievement, attendance, atthetic, personal history, and disciplinary records), financial records and criminal records (including history of vehicle violations). This data will be used as part of the criminal background investigation process of your appointment to the Court. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the United States District Court Clerk's Office official use. I hereby release you, as custodian of such records, and school, college, or university, or other educational institution; hospital or other repository records; social service agency; any employer, or retail business establishment including its officers, employees, or related personnel both individually and collectively, from and all liability for damages of whatever kind which may at any time result to me, my heirs, family, because of compliance with this authorization and request for information or any other attempt to comply with it. I hereby waive my rights under the Privacy Act, 5 U.S.C. 552a (Supp. IV, 1974), and authorize the disclosure to the Clerk's Office, United States District Court for the Northern District of Illinois, or its authorized representative(s) or employee(s), and all information pertaining to me, contained in the files or systems of records maintained by any government agency subject to the Privacy Act, which such agency sees fit to convey, either orally or in writing, to the aforementioned Clerk's Office. I hereby waive any rights I may have under the Privacy A	Female		n Hair Color	E	Eye Color
Emergency Contact Phone TO WHOM IT MAY CONCERN: I, the undersigned, hereby authorize the Office of the Clerk of the United States District Court for the Northern District of Illinois or its authorized representative(s) or employee(s), bearing this release or copy thereof, to obtain any information in your files pertaining to my employment, education records (including but not limited to academic achievement, attendance, athletic, personal history, and disciplinary records), financial records and criminal records (including history of vehicle violations). This data will be used as part of the criminal background investigation process of your appointment to the Court. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the United States District Court Clerk's Office official use. I hereby release you, as custodian of such records, and school, college, or university, or other educational institution; hospital or other repository records; social service agency; any employer, or retail business establishment including its officers, employees, or related personnel both individually and collectively, from and all liability for damages of whatever kind which may at any time result to me, my heirs, family, because of compliance with this authorization and request for information or any other attempt to comply with it. I hereby waive my rights under the Privacy Act, 5 U.S.C. 552a (Supp. IV, 1974), and authorize the disclosure to the Clerk's Office, United States District Court for the Northern District of Illinois, or its authorized representative(s) or employee(s), and all information pertaining to me, contained in the files or systems of records maintained by any government agency subject to the Privacy Act, which such agency sees fit to convey, either orally or in writing, to the aforementioned Clerk's Office. I hereby waive any rights I may have under the Privacy Act to prior notice of such disclos	Driver's License #	State	Email Addres	ss	
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I, the undersigned, hereby authorize the Office of the Clerk of the United States District Court for the Northern District of Illinois or its authorized representative(s) or employee(s), bearing this release or copy thereof, to obtain any information in your files pertaining to my employment, education records (including but not limited to academic achievement, attendance, athletic, personal history, and disciplinary records), financial records and criminal records (including history of vehicle violations). This data will be used as part of the criminal background investigation process of your appointment to the Court. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the United States District Court Clerk's Office official use. I hereby release you, as custodian of such records, and school, college, or university, or other educational institution; hospital or other repository records; social service agency; any employer, or retail business establishment including its officers, employees, or related personnel both individually and collectively, from and all liability for damages of whatever kind which may at any time result to me, my heirs, family, because of compliance with this authorization and request for information or any other attempt to comply with it. I hereby waive my rights under the Privacy Act, 5 U.S.C. 552a (Supp. IV, 1974), and authorize the disclosure to the Clerk's Office, United States District Court for the Northern District of Illinois, or its authorized representative(s) or employee(s), and all information pertaining to me, contained in the files or systems of records maintained by any government agency subject to the Privacy Act, which such agency sees fit to convey, either orally or in writing, to the aforementioned Clerk's Office. I hereby waive any rights I may have under the Privacy Act to prior notice of such disclosure or any rights I may have to an accounting of s	Emergency Contact		Contracto		name
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SIGNATURE FOR AUTHORIZATION	District of Illinois, or its authorized representative(s) or	employee(s), and all information pe	rtaining to me, contained in the file	s or systems of reco	rds maintained by any
		y Act to prior notice of such disclosur	re or any rights I may have to an ac	ccounting of such dis	closure to the aforementioned
Authorizing Cianature Full Name		SIGNATURE FOR A	UTHORIZATION		
	Authorizing Cinceture Full Name	Date	D		Date

WD 05-2167 (Rev.-16) was first posted on www.wdol.gov on 07/14/2015

REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR

THE SERVICE CONTRACT ACT | EMPLOYMENT STANDARDS ADMINISTRATION By direction of the Secretary of Labor | WAGE AND HOUR DIVISION WASHINGTON D.C. 20210

| Wage Determination No.: 2005-2167

Daniel W. Simms Director

Division of | Revision No.: 16 Wage Determinations

Date Of Revision: 07/08/2015

Note: Executive Order (EO) 13658 establishes an hourly minimum wage of \$10.10 for 2015 that applies to all contracts subject to the Service Contract Act for which the solicitation is issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.10 (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

State: Illinois

Area: Illinois Counties of Cook, De Kalb, Du Page, Kane, Lake, Lee, McHenry

Fringe Benefits Required Follow the Occupational Listing	
OCCUPATION CODE - TITLE FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	17.25
01012 - Accounting Clerk II	19.37
01013 - Accounting Clerk III	21.66
01020 - Administrative Assistant	28.01
01040 - Court Reporter	20.25
01051 - Data Entry Operator I	14.81
01052 - Data Entry Operator II	16.15
01060 - Dispatcher, Motor Vehicle	22.93
01070 - Document Preparation Clerk	13.67
01090 - Duplicating Machine Operator	13.67
01111 - General Clerk I	12.73
01112 - General Clerk II	13.89
01113 - General Clerk III	16.34
01120 - Housing Referral Assistant	22.12
01141 - Messenger Courier	11.93
01191 - Order Clerk I	16.00
01192 - Order Clerk II	17.58
01261 - Personnel Assistant (Employment) I	17.84
01262 - Personnel Assistant (Employment) II	19.95
01263 - Personnel Assistant (Employment) III	22.24
01270 - Production Control Clerk	21.43
01280 - Receptionist	13.53
01290 - Rental Clerk	17.41
01300 - Scheduler, Maintenance	18.36
01311 - Secretary I	18.36
01312 - Secretary II	19.84
01313 - Secretary III	22.12
01320 - Service Order Dispatcher	21.04
01410 - Supply Technician	28.01
01420 - Survey Worker	19.19
01531 - Travel Clerk I	13.20

01532	- Travel Clerk II	14.27
01533	- Travel Clerk III	15.44
01611	- Word Processor I	15.50
01612	- Word Processor II	17.41
01613	- Word Processor III	19.47
05000 -	Automotive Service Occupations	
	- Automobile Body Repairer, Fiberglass	21.89
	- Automotive Electrician	24.16
	- Automotive Glass Installer	23.05
	- Automotive Worker	23.05
	- Mobile Equipment Servicer	20.85
	- Motor Equipment Metal Mechanic	27.79
	- Motor Equipment Metal Worker	23.05
	- Motor Vehicle Mechanic	27.79
	- Motor Vehicle Mechanic Helper	19.73
	- Motor Vehicle Upholstery Worker	21.96
	- Motor Vehicle Wrecker	23.09
		24.16
	- Painter, Automotive	23.05
	- Radiator Repair Specialist	
	- Tire Repairer	15.92
	- Transmission Repair Specialist	27.79
	Food Preparation And Service Occupations	10 01
	- Baker	13.71
	- Cook I	13.34
	- Cook II	15.03
	- Dishwasher	10.19
	- Food Service Worker	10.52
07210	- Meat Cutter	13.72
	- Waiter/Waitress	9.96
09000 -	Furniture Maintenance And Repair Occupations	
09010	- Electrostatic Spray Painter	20.06
09040	- Furniture Handler	14.52
09080	- Furniture Refinisher	20.06
09090	- Furniture Refinisher Helper	16.37
	- Furniture Repairer, Minor	18.23
	- Upholsterer	20.05
11000 -	General Services And Support Occupations	
11030	- Cleaner, Vehicles	12.32
	- Elevator Operator	12.32
	- Gardener	16.87
	- Housekeeping Aide	12.75
	- Janitor	12.75
	- Laborer, Grounds Maintenance	13.50
	- Maid or Houseman	12.11
	- Pruner	12.35
	- Tractor Operator	15.81
	- Trail Maintenance Worker	13.50
	- Window Cleaner	13.95
	Health Occupations	10.00
	- Ambulance Driver	17.39
	- Breath Alcohol Technician	18.40
	- Certified Occupational Therapist Assistant	23.55
		24.61
	- Certified Physical Therapist Assistant - Dental Assistant	15.74
		31.96
	- Dental Hygienist	26.94
	- EKG Technician	
	- Electroneurodiagnostic Technologist	26.94
	- Emergency Medical Technician	17.39
	- Licensed Practical Nurse I	18.53
	- Licensed Practical Nurse II	20.72
	- Licensed Practical Nurse III	23.10
12100	- Medical Assistant	15.83

12130 - Medical Laboratory Technician		19.40
12160 - Medical Record Clerk		16.98
12190 - Medical Record Technician		18.38
12195 - Medical Transcriptionist		17.07
12210 - Nuclear Medicine Technologist		34.34
12221 - Nursing Assistant I		11.40
12222 - Nursing Assistant II		12.82
12223 - Nursing Assistant III		13.99
12224 - Nursing Assistant IV		15.71
12235 - Optical Dispenser		15.59
12236 - Optical Technician		17.48
12250 - Pharmacy Technician		15.58
12280 - Phlebotomist		15.71 31.10
12305 - Radiologic Technologist 12311 - Registered Nurse I		29.17
12311 - Registered Nurse II		32.57
12312 - Registered Nurse II, Specialist		32.57
12314 - Registered Nurse III		38.43
12315 - Registered Nurse III, Anesthetist		38.43
12316 - Registered Nurse IV		46.07
12317 - Scheduler (Drug and Alcohol Testing)		23.53
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I		21.92
13012 - Exhibits Specialist II		27.16
13013 - Exhibits Specialist III		33.22
13041 - Illustrator I		21.63
13042 - Illustrator II		26.80
13043 - Illustrator III		32.77
13047 - Librarian		35.08
13050 - Library Aide/Clerk		14.14
13054 - Library Information Technology Systems		29.01
Administrator		
13058 - Library Technician		17.38
13061 - Media Specialist I		21.16
13062 - Media Specialist II		23.66
13063 - Media Specialist III		26.39
13071 - Photographer I		18.50
13072 - Photographer II		20.70
13073 - Photographer III		25.64
13074 - Photographer IV		31.35
13075 - Photographer V		37.94
13110 - Video Teleconference Technician		17.89
14000 - Information Technology Occupations		10 11
14041 - Computer Operator I		18.11 20.25
14042 - Computer Operator II		20.23
14044 - Computer Operator IV		25.09
14044 - Computer Operator IV 14045 - Computer Operator V		27.79
	(see 1)	25.49
	(see 1)	23.43
- · · · · · · · · · · · · · · · · · · ·	(see 1)	
	(see 1)	
	(see 1)	
_ _ _ _ _ _ _	(see 1)	
	(see 1)	
14150 - Peripheral Equipment Operator		18.11
14160 - Personal Computer Support Technician		25.09
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		36.22
15020 - Aircrew Training Devices Instructor (Rated)		41.82
15030 - Air Crew Training Devices Instructor (Pilot)		46.94
15050 - Computer Based Training Specialist / Instructor		36.22

15060	- Educational Technologist	30.14
	- Flight Instructor (Pilot)	46.94
	- Graphic Artist	26.41
	- Technical Instructor	27.45
	- Technical Instructor/Course Developer	26.88
	- Test Proctor	17.84
	- Tutor	17.74
	Laundry, Dry-Cleaning, Pressing And Related Occupations	
	- Assembler	9.53
16030	- Counter Attendant	9.53
16040	- Dry Cleaner	12.42
16070	- Finisher, Flatwork, Machine	9.53
	- Presser, Hand	9.53
	- Presser, Machine, Drycleaning	9.53
	- Presser, Machine, Shirts	9.53
	- Presser, Machine, Wearing Apparel, Laundry	9.53
		13.37
	- Sewing Machine Operator	14.31
	- Tailor	
	- Washer, Machine	10.54
	Machine Tool Operation And Repair Occupations	
	- Machine-Tool Operator (Tool Room)	23.40
19040	- Tool And Die Maker	28.57
21000 -	Materials Handling And Packing Occupations	
21020	- Forklift Operator	16.53
21030	- Material Coordinator	21.74
21040	- Material Expediter	21.74
	- Material Handling Laborer	18.12
	- Order Filler	13.80
	- Production Line Worker (Food Processing)	16.53
	- Shipping Packer	16.66
	- Shipping/Receiving Clerk	16.66
	- Store Worker I	13.87
		18.17
	- Stock Clerk	
	- Tools And Parts Attendant	16.53
	- Warehouse Specialist	16.53
	Mechanics And Maintenance And Repair Occupations	
	- Aerospace Structural Welder	29.96
	- Aircraft Mechanic I	28.38
23022	- Aircraft Mechanic II	29.96
23023	- Aircraft Mechanic III	31.40
	- Aircraft Mechanic Helper	20.38
	- Aircraft, Painter	24.99
	- Aircraft Servicer	23.85
	- Aircraft Worker	25.02
	- Appliance Mechanic	22.50
	- Bicycle Repairer	15.92
	- Cable Splicer	27.69
		31.86
	- Carpenter, Maintenance	29.49
	- Carpet Layer	
	- Electrician, Maintenance	34.00
	- Electronics Technician Maintenance I	26.30
	- Electronics Technician Maintenance II	27.75
	- Electronics Technician Maintenance III	29.24
	- Fabric Worker	21.01
23290	- Fire Alarm System Mechanic	27.57
23310	- Fire Extinguisher Repairer	21.36
23311	- Fuel Distribution System Mechanic	27.14
	- Fuel Distribution System Operator	22.65
	- General Maintenance Worker	23.74
23380	- Ground Support Equipment Mechanic	28.38
	- Ground Support Equipment Servicer	23.85
	- Ground Support Equipment Worker	25.20
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23391 - Gunsmith I	21.36
23392 - Gunsmith II	24.07
23393 - Gunsmith III	26.76
23410 - Heating, Ventilation And Air-Conditioning	25.18
Mechanic	
23411 - Heating, Ventilation And Air Contditioning	26.46
Mechanic (Research Facility)	
23430 - Heavy Equipment Mechanic	28.00
23440 - Heavy Equipment Operator	35.59
23460 - Instrument Mechanic	24.39
23465 - Laboratory/Shelter Mechanic	25.18
23470 - Laborer	13.78
23510 - Locksmith	20.06
23530 - Machinery Maintenance Mechanic	23.74
23550 - Machinist, Maintenance	27.46
23580 - Maintenance Trades Helper	16.14
23591 - Metrology Technician I	24.39
23592 - Metrology Technician II	25.63
23593 - Metrology Technician III	26.82
23640 - Millwright	29.97
23710 - Office Appliance Repairer	23.17
23760 - Painter, Maintenance	23.57
23790 - Pipefitter, Maintenance	31.00
23810 - Plumber, Maintenance	29.42
23820 - Pneudraulic Systems Mechanic	26.76
23850 - Rigger	28.51
23870 - Scale Mechanic	24.07
23890 - Sheet-Metal Worker, Maintenance	30.39
23910 - Small Engine Mechanic	19.13
23931 - Telecommunications Mechanic I	27.78
23932 - Telecommunications Mechanic II	29.10
23950 - Telephone Lineman	27.68
23960 - Welder, Combination, Maintenance	20.97
23965 - Well Driller	27.68
23970 - Woodcraft Worker	26.76
23980 - Woodworker	18.02
24000 - Personal Needs Occupations	10.02
	10 06
24570 - Child Care Attendant	10.86
24580 - Child Care Center Clerk	14.27
24610 - Chore Aide	9.44
24620 - Family Readiness And Support Services	14.63
Coordinator	
24630 - Homemaker	16.03
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	30.89
25040 - Sewage Plant Operator	27.09
25070 - Stationary Engineer	30.89
25190 - Ventilation Equipment Tender	23.04
25210 - Water Treatment Plant Operator	27.09
27000 - Protective Service Occupations	
27004 - Alarm Monitor	21.57
27007 - Baggage Inspector	12.10
27008 - Corrections Officer	28.69
	28.69
27010 - Court Security Officer	16.66
27030 - Detection Dog Handler	
27040 - Detention Officer	28.69
27070 - Firefighter	27.04
27101 - Guard I	12.10
27102 - Guard II	16.66
27131 - Police Officer I	30.33
27132 - Police Officer II	33.11
28000 - Recreation Occupations	

00044		12 27
28041 - Carnival Equipment Operator		13.37
28042 - Carnival Equipment Repairer		14.31
28043 - Carnival Equpment Worker		10.02
28210 - Gate Attendant/Gate Tender		16.44 13.10
28310 - Lifeguard		18.37
28350 - Park Attendant (Aide)		
28510 - Recreation Aide/Health Facility Attendant		10.81 17.46
28515 - Recreation Specialist		14.64
28630 - Sports Official		18.21
28690 - Swimming Pool Operator 29000 - Stevedoring/Longshoremen Occupational Services		10.21
29010 - Stevedoring/Longshoremen Occupational Services 29010 - Blocker And Bracer		24.68
29020 - Hatch Tender		24.68
29030 - Line Handler		24.68
29041 - Stevedore I		23.37
29042 - Stevedore II		26.05
30000 - Technical Occupations		20.03
30010 - Air Traffic Control Specialist, Center (HFO)	(800 2)	39.20
30011 - Air Traffic Control Specialist, Station (HFO)		27.03
30012 - Air Traffic Control Specialist, Station (NFO)		29.77
30021 - Archeological Technician I	(500 2)	17.64
30022 - Archeological Technician II		19.73
30023 - Archeological Technician III		25.81
30030 - Cartographic Technician		26.98
30040 - Civil Engineering Technician		25.64
30061 - Drafter/CAD Operator I		17.64
30062 - Drafter/CAD Operator II		19.73
30063 - Drafter/CAD Operator III		21.99
30064 - Drafter/CAD Operator IV		28.96
30081 - Engineering Technician I		18.16
30082 - Engineering Technician II		20.39
30083 - Engineering Technician III		22.81
30084 - Engineering Technician IV		28.26
30085 - Engineering Technician V		34.56
30086 - Engineering Technician VI		45.66
30090 - Environmental Technician		22.17
30210 - Laboratory Technician		22.13
30240 - Mathematical Technician		25.18
30361 - Paralegal/Legal Assistant I		21.05
30362 - Paralegal/Legal Assistant II		26.08
30363 - Paralegal/Legal Assistant III		31.89
30364 - Paralegal/Legal Assistant IV		38.59
30390 - Photo-Optics Technician		26.33
30461 - Technical Writer I		26.76
30462 - Technical Writer II		32.65
30463 - Technical Writer III		39.34
30491 - Unexploded Ordnance (UXO) Technician I		24.91
30492 - Unexploded Ordnance (UXO) Technician II		30.14
30493 - Unexploded Ordnance (UXO) Technician III		36.13
30494 - Unexploded (UXO) Safety Escort		24.91
30495 - Unexploded (UXO) Sweep Personnel		24.91
30620 - Weather Observer, Combined Upper Air Or	(see 2)	21.99
Surface Programs		
30621 - Weather Observer, Senior	(see 2)	24.44
31000 - Transportation/Mobile Equipment Operation Occupa	ations	
31020 - Bus Aide		17.27
31030 - Bus Driver		22.93
31043 - Driver Courier		19.14
31260 - Parking and Lot Attendant		12.59
31290 - Shuttle Bus Driver		21.43
31310 - Taxi Driver		15.18
31361 - Truckdriver, Light		21.43

21.262 Manual adad as a Markham	22.78
31362 - Truckdriver, Medium	
31363 - Truckdriver, Heavy	24.15
31364 - Truckdriver, Tractor-Trailer	24.15
99000 - Miscellaneous Occupations	
99030 - Cashier	9.94
99050 - Desk Clerk	11.94
99095 - Embalmer	24.84
99251 - Laboratory Animal Caretaker I	14.03
99252 - Laboratory Animal Caretaker II	15.43
99310 - Mortician	35.46
99410 - Pest Controller	17.55
99510 - Photofinishing Worker	15.92
99710 - Recycling Laborer	22.41
99711 - Recycling Specialist	26.24
99730 - Refuse Collector	20.49
99810 - Sales Clerk	13.81
99820 - School Crossing Guard	13.99
99830 - Survey Party Chief	24.14
99831 - Surveying Aide	15.15
99832 - Surveying Technician	20.76
99840 - Vending Machine Attendant	14.63
99841 - Vending Machine Repairer	16.79
99842 - Vending Machine Repairer Helper	14.63

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.27 per hour or \$170.80 per week or \$740.13 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541. 400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer

occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).
- 2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordance, explosives, and incendiary material differential pay.

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an

adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at http://www.dol.gov/esa/whd/ or through the Wage Determinations On-Line (WDOL) Web site at http://wdol.gov/.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or

disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.